

13 June 1957

MEMORANDUM FOR: Special Contract Personnel Division

VIA : Chief, FI/OPS Projects Branch

SUBJECT : Contract Check List for Raymond S. CHURCHIN

1. Attached is a Contract Check List to be used in preparing a new contract for Raymond S. CHURCHIN. This office wishes to employ Subject under Project ALHARSH as a spotter, recruiter, and interrogator in Frankfurt, Germany. Since his ALHARSH contract, under which he is working at the present time, was written primarily for Headquarter's use, a new contract should be written to cover his proposed activities in Germany.

2. Since Subject's efforts are urgently requested by the field, we would appreciate your expeditious handling of this matter.

3. For further information, please contact ☐   
 ☐ Room 1060 J Building, extension 3582.

☐ Chief, DM/2 ☐

APPROVED: \_\_\_\_\_  
FI/OPS

APPROVED: \_\_\_\_\_  
CONTRACT PERSONNEL DIVISION

Distribution  
Orig. & 1 w/att. in dup. Addressee  
1 -- FI/OPS w/att.  
1 -- SR/BF w/att.

SECRET

DECLASSIFIED AND RELEASED BY  
CENTRAL INTELLIGENCE AGENCY  
SOURCE/METHOD/EXEMPTION 3B2B  
NAZI WAR CRIMES DISCLOSURE ACT  
DATE 2006

SECRET

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)				DIVISION <b>SE/2</b>	
NOTE: SEE INSTRUCTIONS ON FIRST SHEET.				TELEPHONE EXTENSION <b>3582</b>	DATE <b>12 June 1957</b>
SECTION VIII OTHER BENEFITS					
46. BENEFITS (See Part XIV of Confidential Fund Regulations or successor regulations for benefits applicable to various categories of contract personnel. If medical benefits are requested, see R 15-230 or successor regulations.)					
a. Death and disability benefits. b. Fifteen calendar days leave per contract year and 10 days sick leave. c. Provision for evacuation of agent and his family in time of emergency.					
SECTION IX COVER ACTIVITY					
47. STATUS (Check)		48. TYPE (Check)		49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS	
<input type="checkbox"/> PROPOSED <input checked="" type="checkbox"/> ESTABLISHED		<input type="checkbox"/> PROPRIETARY <input type="checkbox"/> SUBSIDIZED		<input type="checkbox"/> CULTURAL <input checked="" type="checkbox"/> EDUCATIONAL <input type="checkbox"/> COMMERCIAL <input checked="" type="checkbox"/> MILITARY <input type="checkbox"/> TOURIST <input type="checkbox"/> OTHER	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL					
SECTION X OFFSET OF INCOME					
50. OFFSET OF INCOME AND OTHER ENDOUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.)					
<input checked="" type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL <input type="checkbox"/> NONE					
SECTION XI TERM					
51. DURATION		52. EFFECTIVE DATE		53. RENEWABLE	
DAYS MONTHS <b>2</b> YEARS		<b>1 March 1957</b>		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
54. TERMINATION NOTICE (Number of days)		55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION			
<b>30</b>		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
SECTION XII FUNCTION					
56. PRIMARY FUNCTION (FI, PP, other)					
<b>FI</b>					
SECTION XIII DUTIES					
57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED					
a. To spot and to recruit agent personnel. b. To contact and debrief individuals (sources) possessing information of intelligence value. c. To write and translate operational intelligence reports on the information thus acquired.					
SECTION XIV QUALIFICATIONS					
58. EXPERIENCE					
<b>Germany - ZRLYNCH</b>  <b>Headquarters - ARMARSH and AECOB</b>					
59. EDUCATION (Check Highest Level Attained)					
GRADE SCHOOL		HIGH SCHOOL GRADUATE		TRADE SCHOOL GRADUATE	
<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
BUSINESS SCHOOL GRADUATE		COLLEGE DEGREE		POST GRADUATE	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
60. LANGUAGE COMPETENCY (Check Appropriate Degree Competency)					
LANGUAGE		SPEAK		WRITE	
		FLUENT AVERAGE POOR		FLUENT AVERAGE POOR	
<b>Latvian</b>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<b>English</b>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<b>German</b>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<b>Swedish</b>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
61. INDIVIDUAL'S COUNTRY OF ORIGIN					
<b>Latvia</b>					
62. AREA KNOWLEDGE					
<b>Latvia</b>					
SECTION XV PRIOR EMPLOYMENT					
63. JOB AND SALARY PRIOR TO SERVICE FOR CIA					
<b>Agricultural Consultant (Salary not known)</b>					
SECTION XVI ADDITIONAL INFORMATION					
64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary)					
<input checked="" type="checkbox"/> OVER					
DATE		TYPED NAME & SIGNATURE OF DIVISION OFFICER		TYPED NAME & SIGNATURE OF SENIOR STAFF OFFICER	

64.

- a. Special Citizenship Travel - Subject will be authorized 1 round trip from PCS in Germany to the USA at agency expense. The purpose of this trip is to enable subject to obtain his USA naturalization papers and to consult with the Headquarters case officer. While in the USA, subject will be working under closely supervised conditions and will use DAC cover.
- b. Separation Allowance - Subject will be authorized additional separation allowance calculated at the rate of \$162.50 per month upon his arrival at and while assigned to his PCS in Germany. This compensation is afforded for that period of time during which, for the convenience of the Government, his wife and 2 children are precluded from joining him. This separation allowance will be discontinued for that period of time during which subject is in the USA for naturalization purposes.

SECRET

FORMATION AND CHECK LIST			DIVISION	
<small>Complete all items, inserting "NA" when items are not applicable. Forward original and one copy for preparation of contract.</small>			TELEPHONE EXTENSION	DATE
			3582	12 June 1957
SECTION I GENERAL				
1. NAME <input type="checkbox"/> PSEUDO <input type="checkbox"/> TRUE	2. PROJECT	3. ALLOTMENT NO.	4. SLOT NO.	
Raymond S. Churgin	AEMARSH	G-3400-83-903		
5. PREVIOUS CIA PSEUDONYM OR ALIASES	6. INDIVIDUAL IS PRESENTLY ENGAGED, OR HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe and include salary)			
Louis O. Goltedge	Covert Associate - AEMARSH \$5282.00			
7. SECURITY CLEARANCE (Type and date)		8. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E.. "U.S. GOVERNMENT" <input type="checkbox"/> YES <input type="checkbox"/> NO		
OA 8 December 1950				
9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		10. PROPOSED CATEGORY (Contract agent, contract employee, etc.)		
		Contract Agent		
SECTION II PERSONAL DATA				
11. CITIZENSHIP	12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN <input type="checkbox"/> YES <input type="checkbox"/> NO	13. AGE	14. DATE OF BIRTH (Month, day, year)	
Latvian		38	June 7, 1919	
15. LEGAL RESIDENCE (City and state or country)		16. CURRENT RESIDENCE (City and state or country)		
Washington, D.C.		Washington, D.C.		
17. MARITAL STATUS (Check as appropriate)				
<input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> ANNULLED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED				
18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP:		19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
3 - Wife, Son and Daughter				
SECTION III U.S. MILITARY STATUS <b>None</b>				
20. RESERVE	21. VETERAN	22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat)		
23. BRANCH OF SERVICE	24. RANK OR GRADE	25. DRAFT ELIGIBLE <input type="checkbox"/> YES <input type="checkbox"/> NO	26. DRAFT DEFERMENT OBTAINED BY CIA <input type="checkbox"/> YES <input type="checkbox"/> NO	
SECTION IV COMPENSATION				
27. BASIC SALARY	28. POST DIFFERENTIAL	29. COVER (Breakdown, if any)	30. TAXES TO BE WITHHELD BY COVER <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
\$6,000.00		DAC		
SECTION V ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)				
31. QUARTERS	32. POST	33. OTHER		
34. COVER (Breakdown, if any)				
DAC				
SECTION VI TRAVEL				
35. TYPES <input checked="" type="checkbox"/> PCS <input type="checkbox"/> DOMESTIC OPERATIONAL <input checked="" type="checkbox"/> FOREIGN OPERATIONAL			36. WITH DEPENDENTS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
37. HOUSEHOLD EFFECTS TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	38. PERSONAL VEHICLE TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH				
Wife - Latvian - Permanent Resident Alien - 18 October 1918				
Daughter - Latvian - Permanent Resident Alien - 25 January 1948				
Son - Latvian - Permanent Resident Alien - 23 April 1945				
41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICIES AND PROCEDURES				
SECTION VII OPERATIONAL EXPENSES				
42. PURCHASE OF INFORMATION	43. ENTERTAINMENT	44. OTHER		
X	X	Purchase of Services as Required		
45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> CIA REGULATIONS <input type="checkbox"/> COVER POLICIES AND PROCEDURES				